Weekly Update
Week of September 12, 2016

Subject: Seats Are Still Available for the October 10-11 PR260 Strategic Purchasing and Contract Management Class

Audience: Agency Training Coordinators, AST Leads, MM Directors, SRM Buyers

There are still seats available in the PR260 Strategic Purchasing and Contract Management class on Monday and Tuesday, October 10-11, 2016. The SCEIS Team encourages Buyers who create RFxs (Solicitations) and Contracts to register for this class today! There are also seats available in other sections of PR260.

This course covers the advanced purchasing topics in the SCEIS Strategic Purchasing process. Participants will become familiar with the Purchasing Manager's procedures using the SCEIS Bidding and Contracting Processes for making complex purchases of $10,000 and above, and redistributing Shopping Carts and Contracts to Buyers, among other topics. Below you will find details about the course, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PR260 - Course Information

Course ID/Title: PR260 - Strategic Purchasing and Contract Management

Description: This two-day instructor-led class covers the advanced purchasing topics in the SCEIS Strategic Purchasing process. Participants will become familiar with the Purchasing Manager's procedures using the SCEIS Bidding and Contracting Processes for making complex purchases of $10,000 and above, redistributing Shopping Carts and Contracts to Buyers, and the following:

- Creating an RFx from an approved Shopping Cart or without one
- Source selection document types
- Understanding the difference between Small Purchases vs Complex Purchases
- Using Document Builder for creating/adding terms and conditions to a solicitation (RFx) and to an Award Statement
- Creating, evaluating and adding parameters to RFxs
- Publishing and formatting a RFX to include; the table of Contents, clauses that require buyer completion, and overall appearance of the document
- Advertising RFxs and sending notifications to registered vendors
- Reviewing, Evaluating, and Accepting bids that are submitted online
- Entering surrogate bids for bids submitted via paper
- Creating and publishing an Amendment, Extension of Award, and No Award Statement
- Creating a subsequent Purchase Order or Contract from an RFx
- Understanding different Contract types and how to edit, update or change contracts and determine contract usage
- Understanding how to establish contracts correctly so they can be sourced
- Reviewing potential Hard Stops on RFxs and Contracts and their impact on the purchasing process

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Target Audience: Buyers who create RFxs (Solicitations) and Contracts

Pre-requisites:
The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.
- SCEIS buyer role is required
- Completion of PR101V SCEIS Foundations of Procurement online course. (Click HERE for more information on the PR101V online course.)

PR260 - Section 01 – Fall 2016 Details
Class Date: Monday and Tuesday, October 10-11, 2016
Class Time: 9:00 a.m. to 5:00 p.m. each day
Class Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

PR260 - Section 02 – Fall 2016 Details
Class Date: Wednesday and Thursday, November 16-17, 2016
Class Time: 9:00 a.m. to 5:00 p.m. each day
Class Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Registration Instructions:
SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (https://myscemployee.sc.gov).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
   a. Type in the course ID and click "Go." Or -
   b. Type in "SCEIS" to view all SCEIS courses.
5. Find a course title and expand "View Course Dates."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: http://www.sceis.sc.gov/requests/.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.